

Caithness Futures Fund Panel

Panel Meetings Chair Role Profile

Thank you for volunteering to become the Panel meetings Chair. Separately, you have been provided with the general role profile for Panel members.

In line with the Terms of Reference for the fund, your term will last for three to five years (unless amended by the Panel)

The Fund Panel has a named Fund Adviser who works for Foundation Scotland, and who is your main point of contact.

This document sets your role and responsibilities as the voluntary Chair of the Panel meetings.

The Panel works collectively. This means everyone on the Panel works together to achieve the intended purpose of ensuring the fund provides community benefit, in line with local needs and ambitions.

With this in mind, the role of Chair is specifically focused on the running of the meetings of the Panel. The Panel is not a constituted group, and the Chair does not take a strategic leadership role. This means the Chair has no extra responsibility for the management of the Fund, other than making sure the meetings are effective and well run.

The Chair is expected to:

- Maintain a working knowledge of the content of the Terms of Reference and Panel Member Agreement
- Maintain a working knowledge of the Fund Strategy
- Make sure that all the business on the meeting Agenda is discussed
- Include all Panel members in discussions and make sure all views are heard
- Make sure that discussions stay on topic
- Maintain order in the meeting (for example, stop people talking over each other or holding the floor)
- Following discussion, making sure clear decisions have been reached

- Make sure that the meeting starts and finishes on time.
- Make sure that at the end of the meeting, Panel members have agreed any important business to be reported by any organisation representatives on the Panel. This is in addition to the Awards Summary which representatives are able to share after each meeting.

The Chair should aim to draw a balance between hearing everyone's views and getting through the business.

The Chair should not use their position as an opportunity to put forward their views to the exclusion of others, or to dominate the meeting; however as outlined in the Terms of Reference, should a decision on an award be split 50:50 the Chair has a casting vote. This casting vote does not apply to other business being dealt with by the Panel.

As part of their role, the Chair might have one to one contact with the Fund Adviser ahead of a Fund Panel meeting, with the specific purpose of preparing for the meeting.

Outside the meeting, the Panel Chair can also bring matters to Foundation Scotland's attention or be asked by Foundation Scotland to offer a view on issues arising from meeting business.

However, outside the meeting, the Panel Chair cannot direct the Fund Adviser to take actions on matters that have not been discussed by the Panel.

If you have any questions about this role, please contact your Fund Adviser in the first instance.